



Operating Instructions (For Setting Up) Digital Color Imaging Systems

Model No. **DP-C405 / C305 / C265**

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Before operating this machine, please carefully read this manual and keep this documentation in a safe place for future reference.
(Illustration shows optional accessories that may not be installed on your machine.)

English

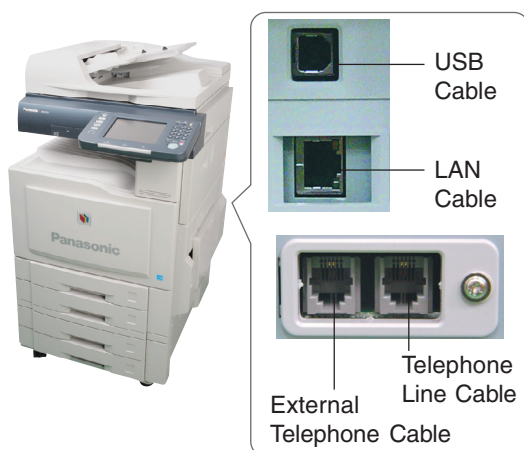
Installation Overview

General Installation Overview

Follow the guidelines in this booklet when setting up the machine and installing each software. Please read all procedures completely before attempting to set up this machine.

1 Turning the Power Switches ON

- ① Connect all cables and the Power Cord to the machine.



- USB Cable is used for USB Port connection.
Telephone Cable is used for connecting the optional Fax Communication Board (Order Number: DA-FG320) to the telephone line.
- ② Turn ON (|) the Main Power Switch first, and then turn ON (|) the Power Switch.
Main Power Switch: Rear of the machine
Power Switch : Left side of the machine



- When connecting the USB Cable, do not turn the Power Switch of the machine to the ON (|) position until instructed to do so on the PC screen.

2 Setting up the Network Configuration

Set up the Network Configuration using the Control Panel of the machine. (See pages 4 to 7)

- Network Configuration should be set up by the system administrator.

3 Installation

■ Installing the Printer Driver and Application Software

Applications selected from the Software Selection screen will be automatically installed. (See pages 8 to 13)

■ Printer for USB Port Connection

Install the printer driver onto the USB Port. (See pages 14 to 21)

- This machine is USB 2.0 compliant, and backward compatible with the standard USB revision 1.1.
- When connecting the USB Cable, do not turn the Power Switch of the machine to the ON (|) position until instructed to do so on the PC screen.
- When connecting to the USB 2.0 port of your PC, use a USB 2.0 High Speed Cable for better performance.

■ Fax Driver

Install the fax driver on your PC. (See pages 22 to 24)

Optional Fax Communication Board is required. (Order Number: DA-FG320)

■ Network Update Service

Update the printer driver and application software. (See pages 25 to 27)

- Network Update Service is automatically installed when applications are installed from the **Panasonic Document Management System** CD-ROM.

4 Setting up

■ Configuring the Shared Setting for the Network Print Server

Windows 2000 Server
Windows Server 2003
(See pages 28 to 32)

■ Setting up your Client PC

Connect the shared printer on the Network Print Server. (See pages 32 to 33)

■ Setting up the Completion Notice

A Job Completion Notice will be displayed on the PC screen when the copy/print job is completed. (See page 34)

■ Network Scanner Function

(See page 35)

■ Email Function

(See pages 36 to 41)

■ Internet Fax Function

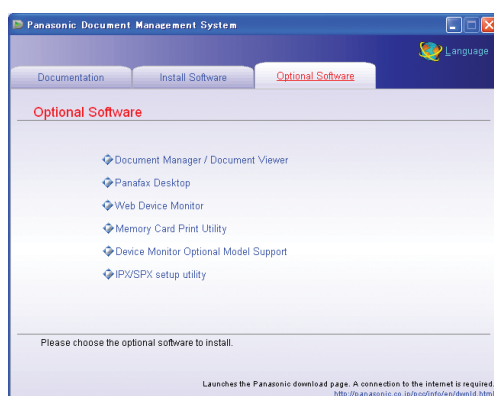
(See pages 36 to 41)

5 Setting up Optional Accessories

■ Facsimile Function

Requires the installation of Fax Communication Board (Order Number: DA-FG320). (See pages 42 to 43)

6 Installing Software downloaded from the Panasonic Web site



Document Manager / Document Viewer

- The software to view/edit the files including the scanned data from the Network Scanner

Panafax Desktop

- The software to send/receive Fax from your PC

Web Device Monitor

- By installing the Web Device Monitor, it is possible to check the device information from a web browser.

Memory Card Print Utility

- The software to print the desired file (Word, PowerPoint®, PDF) from memory card (Excel® file cannot be printed)

Device Monitor Optional Model Support

- The software to browse the other model's machine configuration with the Device Monitor

IPX/SPX setup utility

- When using the printer on the Network network environment, the IPX/SPX software setup utility is required.

NOTE

- When using the printer on the MacOS network environment, the optional Printer Controller Module (for Adobe® PostScript® 3™) (Order Number: DA-MC400) is required.
- When there are two printer drivers installed (for Windows® Network Connection and USB Connection) for the same model, each printer driver can be used normally. The printer driver can be selected from the printer list of the Print screen within the application software.

Network Configuration

Setting up the Network Configuration

Follow the procedure below if your network is not configured with the DHCP server, and the TCP/IP parameters must be set up manually.

- IP Address
- Subnet Mask
- Default Gateway
- DNS Server

Before executing the procedures described below, make sure the Print On Line LED is lit.

1 Press the **Function** key.

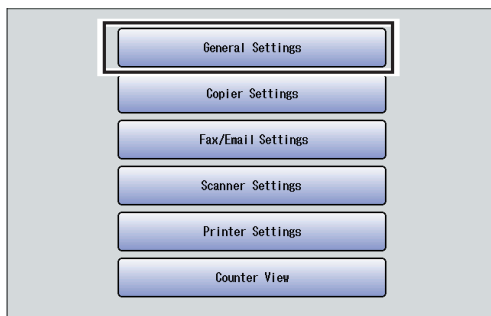
Function key



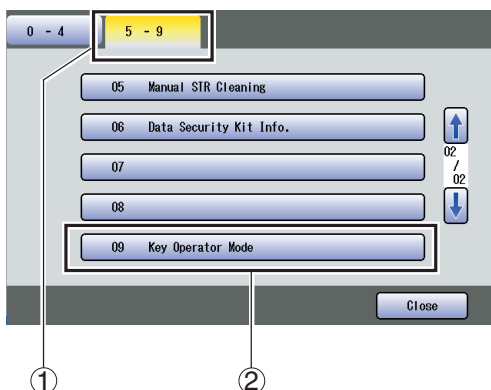
Print On Line LED

- Wait until the Print On Line LED lights up before pressing the **Function** key.

2 Select **“General Settings”**.



3 Select **“09 Key Operator Mode”**.

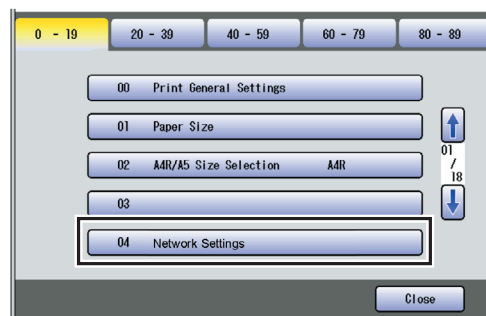


4 Enter the Key Operator's password (8 digits), and then select **“OK”**.

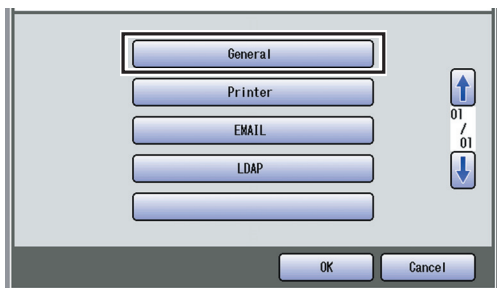


- The default password is “00000000”. To change the password, select **“85 Key Operator Password”** in the General Settings (Key Operator Mode), and then enter the new password.

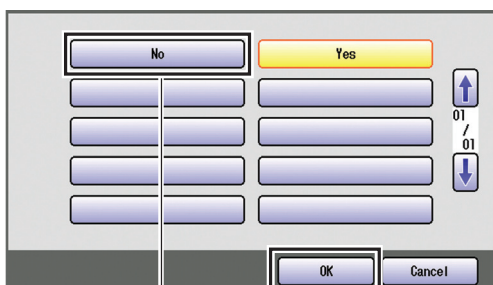
5 Select **“04 Network Settings”**.



6 Select **"General"**.



7 If DHCP Default is set to **"Yes"**, change the setting to **"No"**, and then select **"OK"**.



①

②

8 Enter the IP Address, and then select **"OK"**.

Ex: 192.168.1.111



①

②

- When entering a 1 or 2-digit number segment, enter "00" or "0" in front of the number to scroll to the next segment of numbers. Press the "⌘" key on the Control Panel to enter a period after the number.
- To correct a mistake, press ◀ or ▶ to move the cursor to the right side of the incorrect address. Select **"Clear"** to delete, and then enter the correct address.

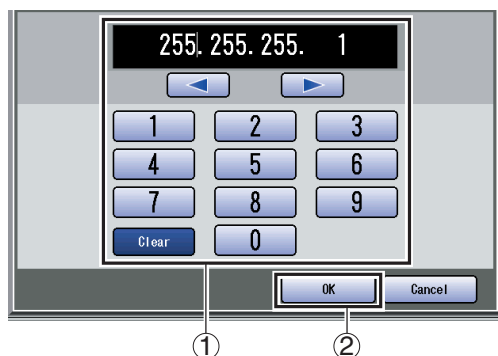
Continued on the next page...

Network Configuration

Setting up the Network Configuration

9 Enter the Subnet Mask, and then select **“OK”**.

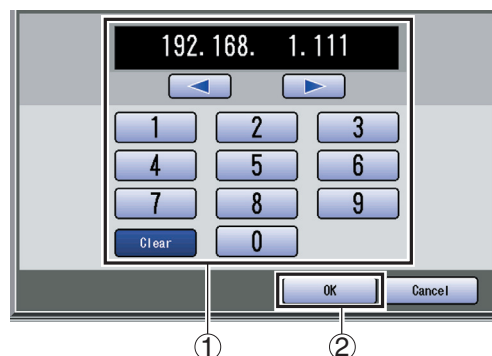
Ex: 255.255.255.1



- When entering a 1 or 2-digit number segment, enter “00” or “0” in front of the number to scroll to the next segment of numbers. Press the “*” key on the Control Panel to enter a period after the number.
- To correct a mistake, press ◀ or ▶ to move the cursor to the right side of the incorrect address. Select **“Clear”** to delete, and then enter the correct address.

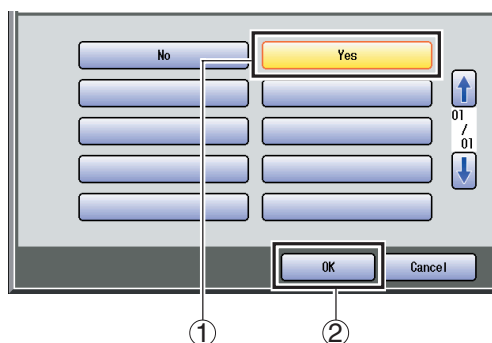
10 Enter the Gateway Address, and then select **“OK”**.

Ex: 192.168.1.111

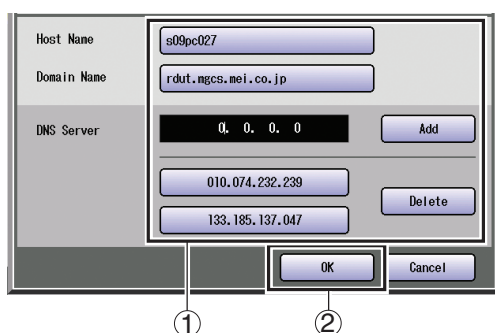


- When entering a 1 or 2-digit number segment, enter “00” or “0” in front of the number to scroll to the next segment of numbers. Press the “*” key on the Control Panel to enter a period after the number.
- To correct a mistake, press ◀ or ▶ to move the cursor to the right side of the incorrect address. Select **“Clear”** to delete, and then enter the correct address.

11 Select **“Yes”** to use DNS Server, and then select **“OK”**.



- 12** Enter the Host Name, Domain Name, and DNS Server address, and then select **"OK"**.



- ① Select Host Name to enter a host name using the Keyboard, and then select **"OK"**. (Up to 60 characters)



- ② Select Domain Name to enter a domain name using the Keyboard, and then select **"OK"**. (Up to 50 characters)
- ③ Select **"Add"** to add a DNS Server address(es) using the Keypad. (3 digits x 4)

- You can also select the settings below as needed.

Community Name (1)
Community Name (2)
WINS Server 1 IP
WINS Server 2 IP
Scope ID
IP Filter
IP Filter Mode
IP Filter Address
User Auth. Domain

- 13** Press the **Reset** key.



- 14** Turn the Power Switch OFF, and then back ON again.



- The Power Switch is on the left side of the machine.

Installation

Installing the Printer Driver and Application Software

■ System Requirements

Hardware Requirements

- Personal Computer : IBM® PC/AT® and compatibles (CPU Intel® Pentium® 4 1.6GHz or greater is recommended)
- Operating System : Microsoft® Windows® 2000*¹ Professional (Service Pack 4 or later), Microsoft® Windows® 2000 Server (Service Pack 4 or later), Microsoft® Windows® XP*² Professional (Service Pack 2 or later), Microsoft® Windows® XP Professional x64 Edition, Microsoft® Windows Server® 2003*³ (Service Pack 2 or later), Microsoft® Windows Server® 2003 x64 Edition, Microsoft® Windows Vista®*⁴, Microsoft® Windows Vista® 64-bit Edition
- Application Software : Internet Explorer® 6.0 (Service Pack 1 or later)
- System Memory : Memory recommended on each OS is; 256MB or more (Windows® 2000 Professional, Windows® 2000 Server), 512MB or more (Windows® XP Professional, Windows Server® 2003), 1GB or more (Windows Vista®)
- Free Disk Space : 300MB or more (For installation and work space, not including storage space)
- CD-ROM Drive : Used for installing the software and utilities from the CD-ROM
- Interface : 10Base-T/100Base-TX Ethernet port

Additional Information about Hardware Requirements

The following Operating System is not supported:
Microsoft® Windows Server® 2003, Enterprise Edition for Itanium-based systems

*¹ Microsoft® Windows® 2000 operating system (hereafter Windows 2000)

*² Microsoft® Windows® XP operating system (hereafter Windows XP)

*³ Microsoft® Windows Server® 2003 operating system (hereafter Windows Server 2003)

*⁴ Microsoft® Windows Vista® operating system (hereafter Windows Vista)

NOTE

- While installing the printer driver through the DHCP server, if you turn the Power Switch of the machine OFF and then ON again, a machine already connected to your network will be selected automatically, and the IP Address may change. In this case, change the setting of the IP Address from the network server so that the IP Address is assigned to a fixed address.

■ Software Setup Procedures

1. Select the software.

- **Printer Driver**
When using the Print function
- **Direct Printing System**
When using the Direct Printing System.
Refer to the Operating Instructions (For Direct Printing System).
- **Quick Image Navigator**
When using the Network Scan function
- **Communications Utility**
When using the Network Scan function
- **Device Explorer/Device Monitor**
When browsing the machine condition
- **Configuration and Address Book Editor**
When browsing and editing the machine configuration, and editing the Address Book
- **Fax Driver**
- **Job Status Utility**
A Job Completion Notice pops up on your PC's desktop when the copy/print/fax job is completed.

(See page 9)



2. Install the software.

Selected software will be automatically installed.

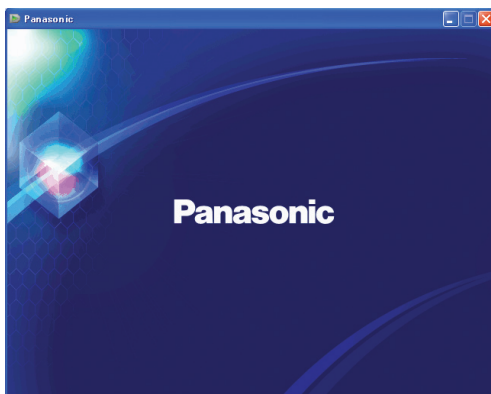
(See pages 9 to 12)

NOTE

The Quick Image Navigator installation requires restarting the computer. (See page 12)

■ Installing the Printer Driver (Network Port Connection) and the Panasonic Document Management System

- 1 Insert the **Panasonic Document Management System** CD-ROM. The Panasonic opening screen is displayed.



- If the CD-ROM does not launch automatically, double-click **"My Computer"** on the desktop or on the Start menu, and then double-click the CD-ROM icon.

- 2 Click **"Language"** if necessary.

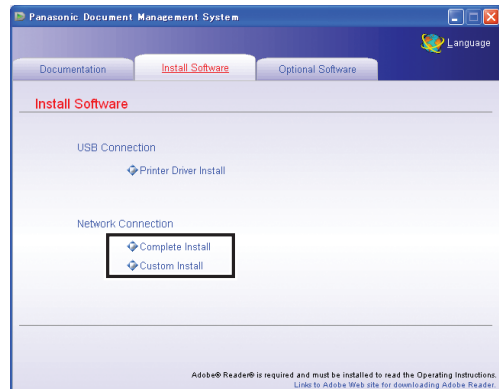


Language Selection

- The screen language will automatically default to the language used by your PC. If you want to change the language, click **"Language"**, and select the preferred language, and then click **"OK"**.



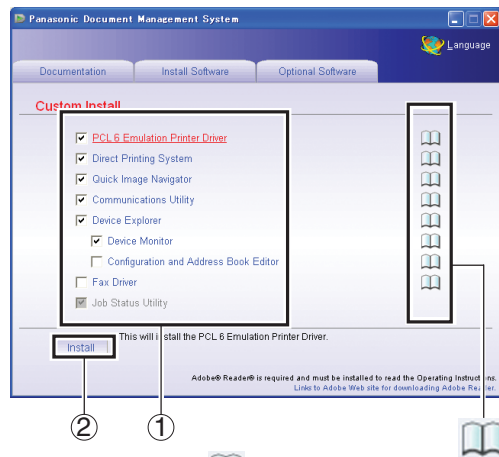
- 3 Select **"Complete Install"**.




- Complete Install: All softwares are installed. Skip to step 5.

Select **"Custom Install"**.
Select desired software, and then click **"Install"**.

The selected software will be installed.



- When clicking , the Operating Instructions for the software on the left side opens in PDF.
- Some of the softwares are selected by default. If you do not want to install the selected software, click the checkbox to deselect the default selection.
- The Quick Image Navigator installation requires restarting the computer. When installing printer driver and software on a computer which cannot be restarted, such as a server computer, do not select Quick Image Navigator.
- Select additional software you wish to install with the default software by clicking their respective checkbox. For Configuration and Address Book Editor, refer to the Operating Instructions (Network Configuration and Address Book Editor) of provided CD-ROM.

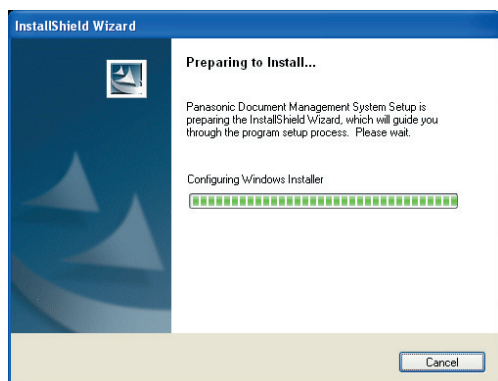
Continued on the next page...

Installation

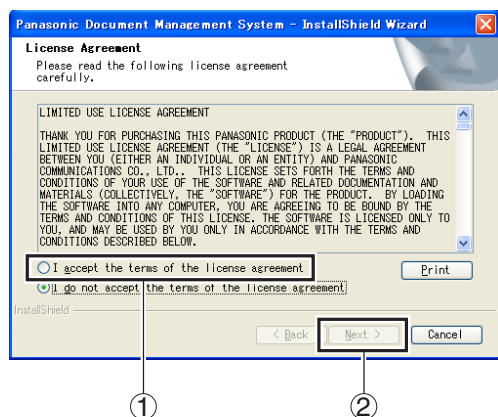
Installing the Printer Driver and Application Software

■ Installing the Printer Driver (Network Port Connection) and the Panasonic Document Management System

- 4 The InstallShield Wizard screen is displayed.

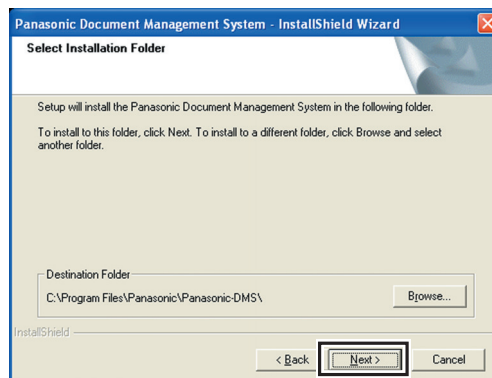


- 5 Select “I accept the terms of the license agreement”, and then click “Next”.



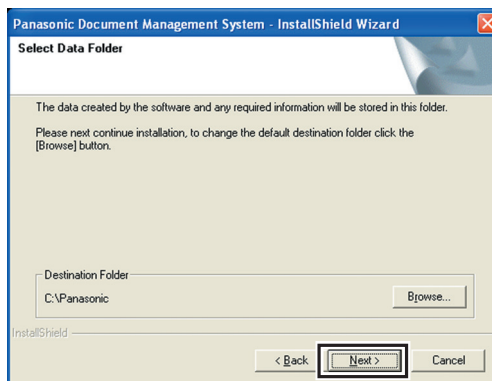
- Make sure that your machine is connected to the network properly, and the Power Switch is ON before clicking “Next”.

- 6 Click “Next”.



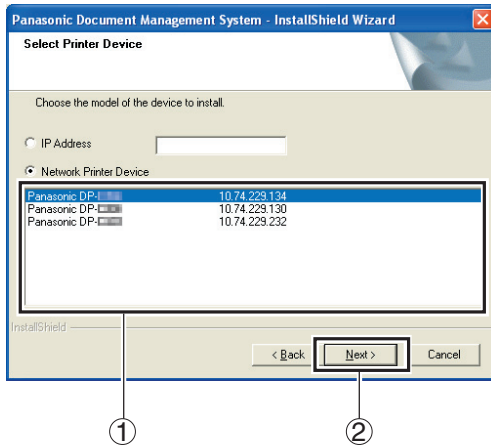
- The above screen will not be shown if there is another model's **Panasonic Document Management System** installed.
- If you wish to change the folder, click “Browse”, and then select the desired folder to install.

- 7 Click “Next”.



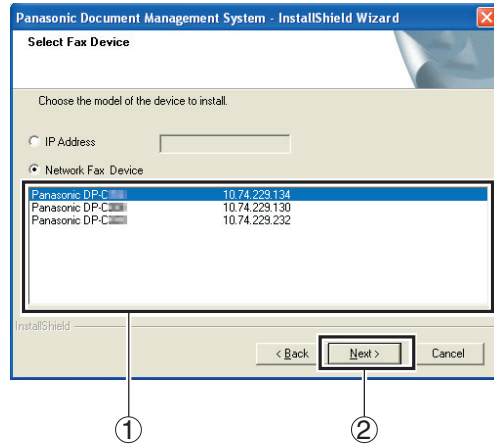
- The above screen will not be shown if there is another model's **Panasonic Document Management System** installed.
- If you wish to change the folder, click “Browse”, and then select the desired folder to install.

- 8 The Wizard automatically searches for machines connected to your network, and displays the found units in the Network Printer Device window. Select your Network Printer, and then click **“Next”**.



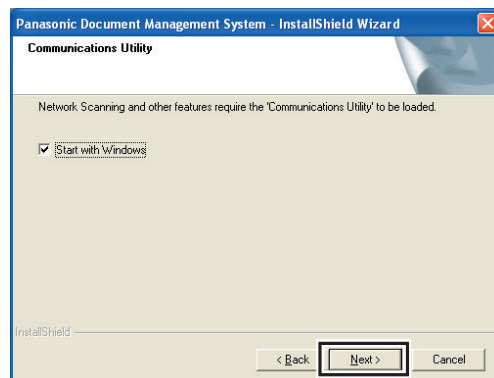
- Only the machines connected to the same subnet can be used as a network printer.
- If your machine has not been connected to the network yet, enter its allocated IP Address, and then click **“Next”** to proceed with the installation.
- If installing other machine of different Subnet Mask of the network, select **“IP Address”** of the machine.
-> Go to step 13.

- 9 The Wizard automatically searches for machines connected to your network, and displays the found units in the Network Fax Device window. Select your Network Fax, and then click **“Next”**.



- Only the machines connected to the same subnet can be used as a network MFP.
- If your machine has not been connected to the network yet, enter its allocated IP Address, and then click **“Next”** to proceed with the installation.

- 10 Click **“Next”**.

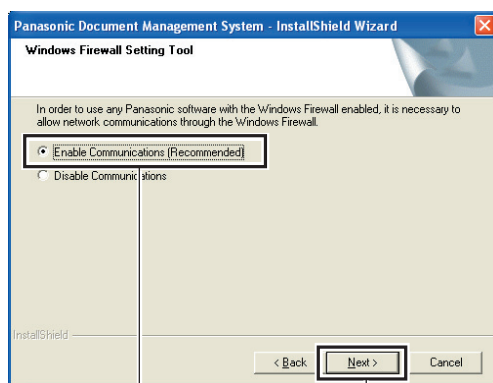


Installation

Installing the Printer Driver and Application Software

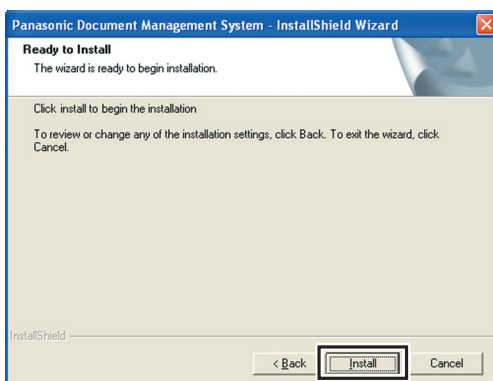
■ Installing the Printer Driver (Network Port Connection) and the Panasonic Document Management System

- 11** Select **“Enable Communications (Recommended)”**, and then click **“Next”**.

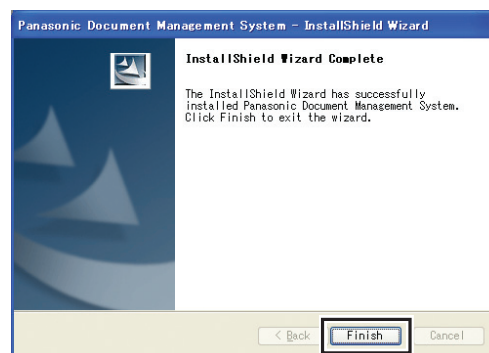


- For Windows XP (SP2 or later) or Windows Server 2003 (SP1 or later) only.

- 12** Click **“Install”**.



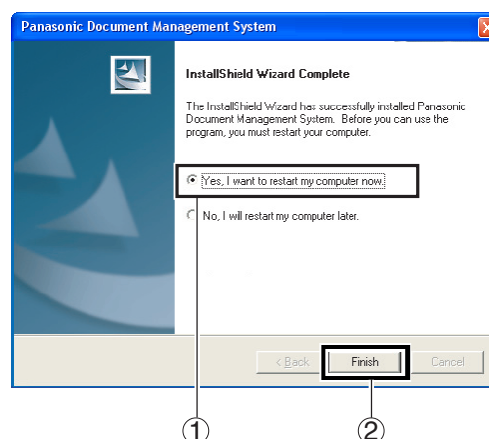
- 13** Click **“Finish”**.



- Make sure that the printer driver is installed on the Network Print Server. (See page 28)

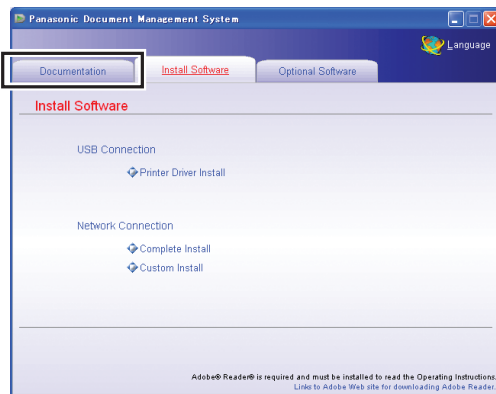
When installing Quick Image Navigator

Select **“Yes, I want to restart my computer now.”**, and then click **“Finish”**.

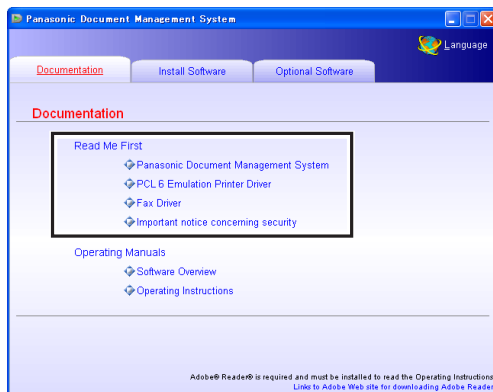


■ To refer to Read Me First or the Operating Manuals of Provided CD-ROM

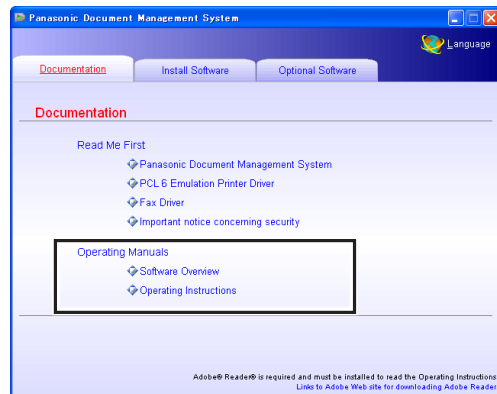
- 1 Clicking the **“Documentation”** tab shows the list of Read Me First and Operating Instructions.



- 2 Click and read the Read Me First text if necessary.



- 3 If you want to view the Operating Instructions, select **“Software Overview”** or **“Operating Instructions”**.



- To open each Operating Instructions, Adobe Reader® should be installed on your PC.
When installing the Adobe Reader, click the “<http://www.adobe.com>” to the Adobe web page, and then download the latest version of the Adobe Reader.

Installation

USB Port Connection

■ Installing the Printer Driver for USB Port Connection

1. Select **"Printer Driver Install"**.

(See page 14)



2. Install the printer driver for USB connection.

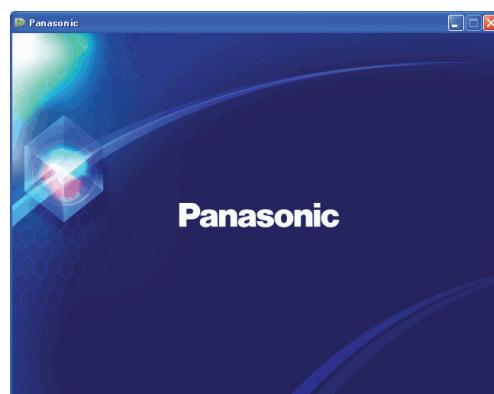
(See pages 14 to 19)

ATTENTION :

Do not turn the Power Switch ON (on the left side of the machine) until you reach step 8 (A, B, C).
Do not connect the USB Cable until notified to do so.

1

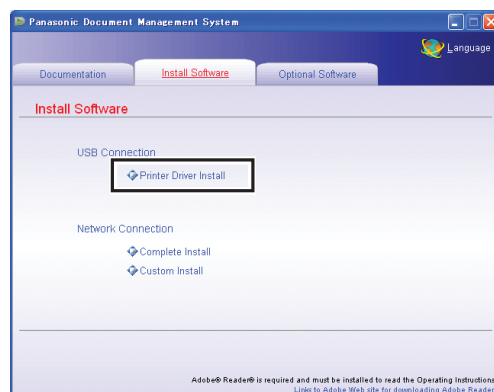
Insert the **Panasonic Document Management System** CD-ROM.
The Panasonic opening screen is displayed.



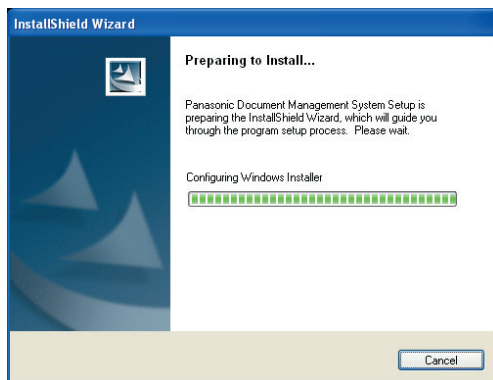
- If the CD-ROM does not launch automatically, double-click **"My Computer"** on the desktop or on the Start menu, and then double-click the CD-ROM icon.

2

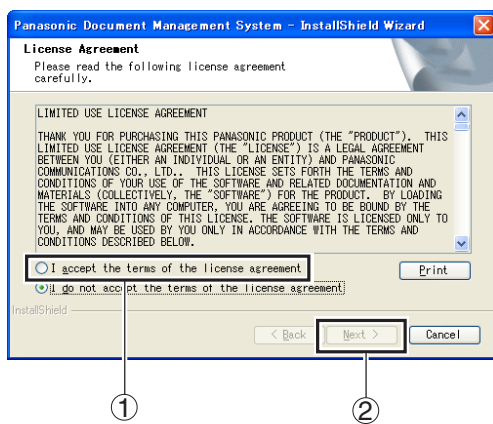
Select **"Printer Driver Install"**.



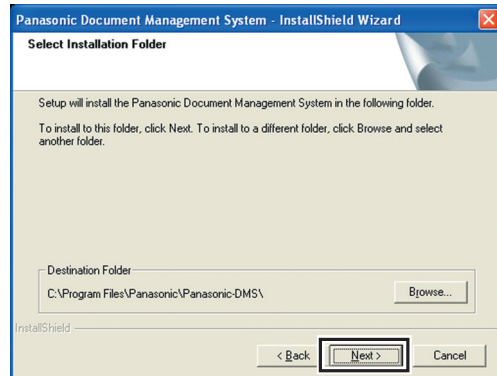
3 The InstallShield Wizard screen is displayed.



4 Select "I accept the terms of the license agreement", and then click "Next".

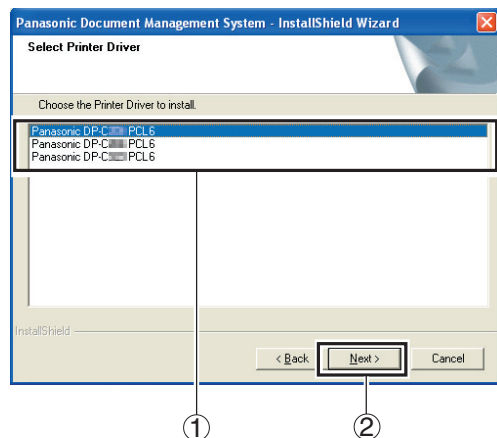


5 Click "Next".



- The above screen will not be shown if there is another model's **Panasonic Document Management System** installed.
- If you wish to change the folder, click "**Browse**", and then select the desired folder to install.

6 Select the Printer Driver that you want to install, and then click "Next".

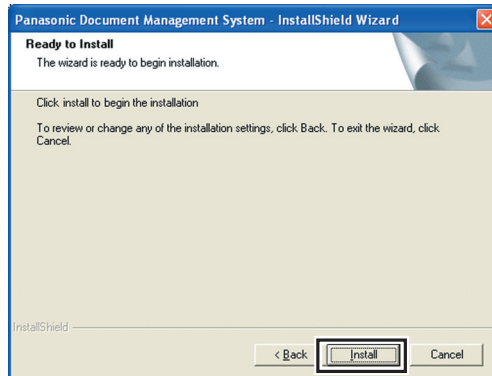


Installation

USB Port Connection

■ Installing the Printer Driver for USB Port Connection

7 Click "Install".



Windows 2000

Go to steps 8A and 9.

Windows XP / Windows Server 2003

Go to steps 8B and 9.

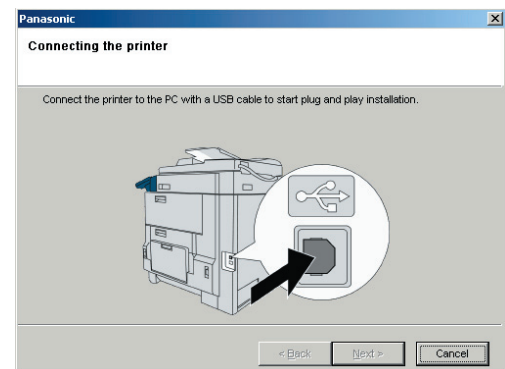
Windows Vista

Go to steps 8C and 9.

8A <Windows 2000> Click "Yes".



Connect the USB cable to your machine, and then turn the Power Switch ON.



Click "Yes".

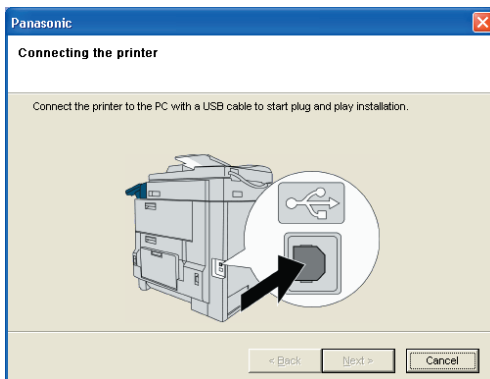


8B <Windows XP / Windows Server 2003> Click “Continue Anyway”.

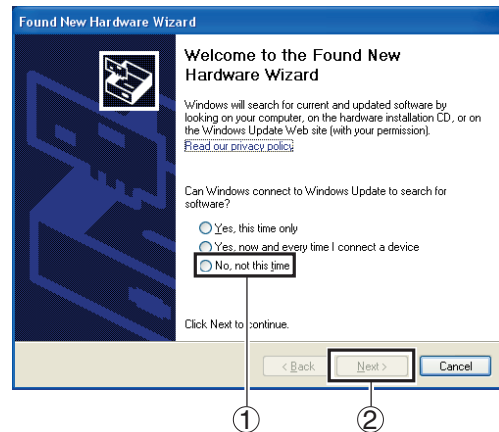


- The above screen will only be displayed when you install the printer driver for the first time.

Connect the USB cable to your machine, and then turn the Power Switch ON.



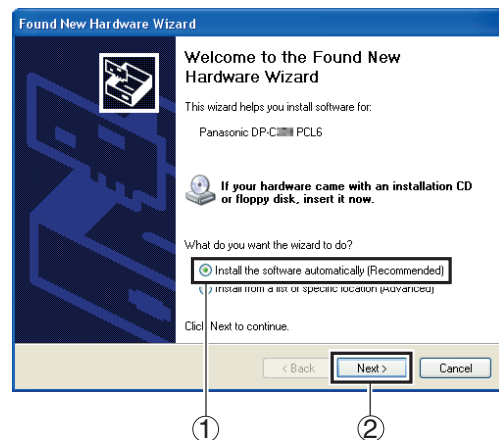
Select “No, not this time”, and then click “Next”.



- The above screen will be displayed when you have installed the Windows XP Service Pack 2.

Select “Install the software automatically (Recommended)”, and then click “Next”.

For Windows XP

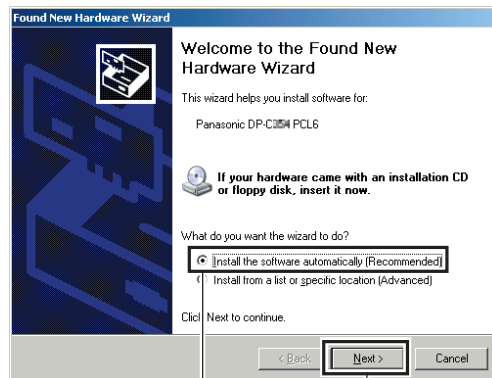


Installation

USB Port Connection

■ Installing the Printer Driver for USB Port Connection

For Windows Server 2003

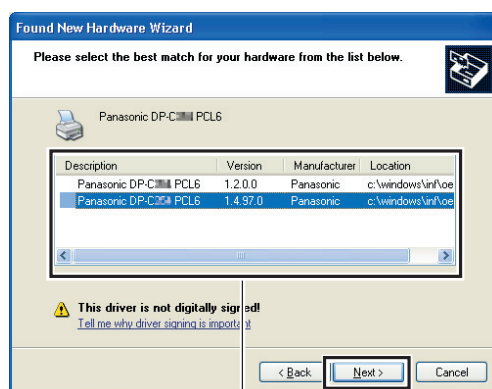


①

②

For Windows XP and Windows Server 2003

If you have a previous version of the printer driver installed, select the latest version of the “.inf” file, and then click “Next”.

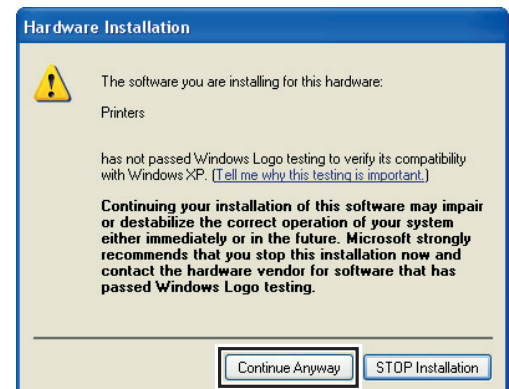


①

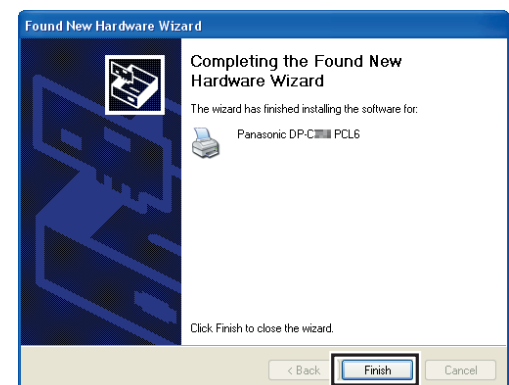
②

- The above screen will only be displayed when you upgrade the printer driver.

Click “Continue Anyway”.

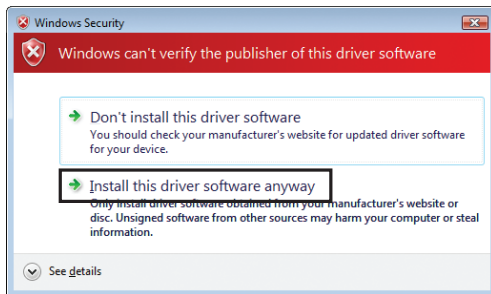


Click “Finish”.

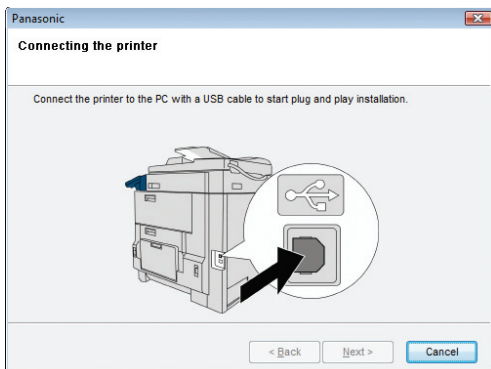


8C <Windows Vista>

Click “**Install this driver software anyway**”.

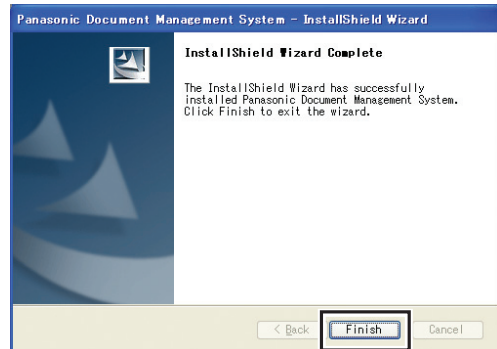


Connect the USB cable to your machine, and then turn the Power Switch ON.



9

Click “**Finish**”.



Installation

USB Port Connection

■ Configuring the Optional Device

1. Open the printer dialog box.

(See page 20)



2. Select a printer and open the Property screen.

(See pages 20 to 21)



3. Select the device tab and configure the optional devices.

(See page 21)

1

<Windows 2000>

Select “**Start**”→“**Settings**”→
“**Printers**”.

<Windows XP>

Select “**Start**”→“**Printers and Faxes**”.

<Windows Server 2003>

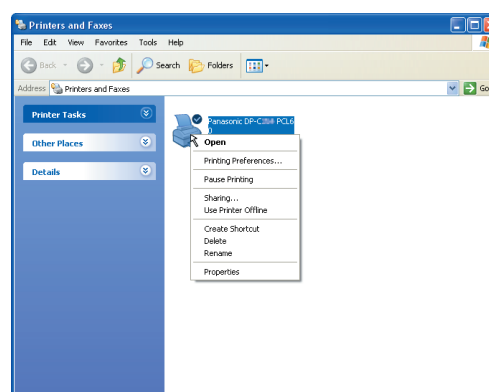
Select “**Start**”→“**Settings**”→
“**Printers and Faxes**”.

<Windows Vista>

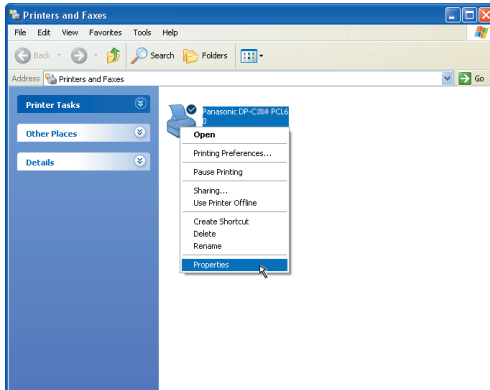
Select the Start menu→“**Control Panel**”→“**Printer**” from the
“**Hardware and Sound**” menu.

2

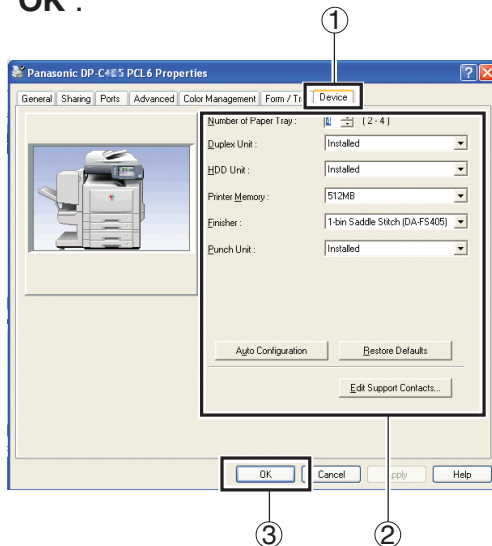
Right-click the printer that you want to configure.



3 Click “Properties”.



4 Select “Device”, and configure the optional devices, and then click “OK”.



- Make sure that the printer driver is installed on the Network Print Server. (See page 28)

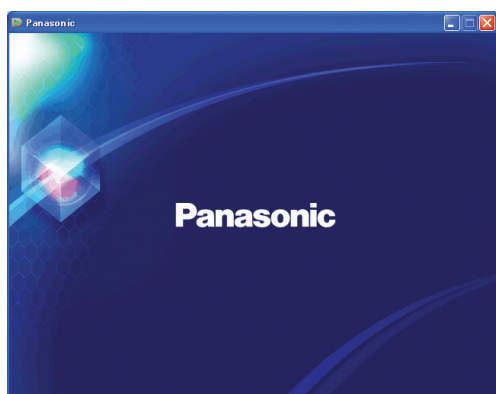
Memo:

Installation

Fax Driver

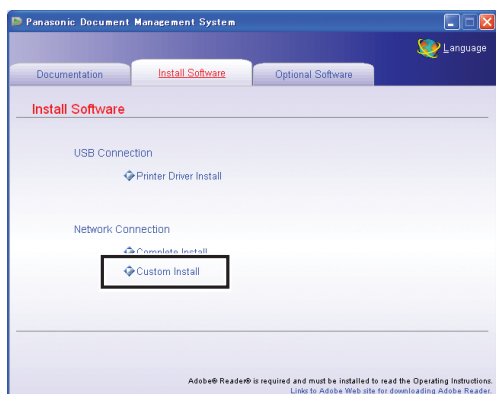
■ Installing the Fax Driver

- 1 Insert the **Panasonic Document Management System** CD-ROM. The Panasonic opening screen is displayed.

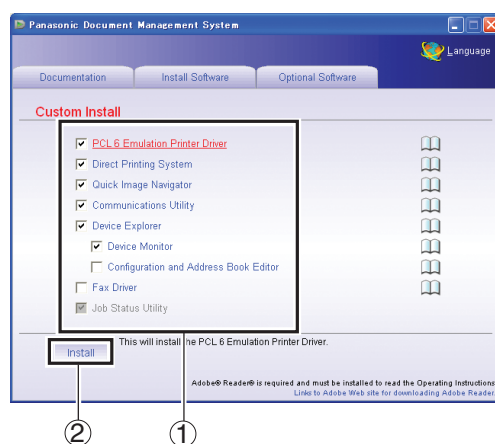


- If the CD-ROM does not launch automatically, double-click "My Computer" on the desktop or on the Start menu, and then double-click the CD-ROM icon.

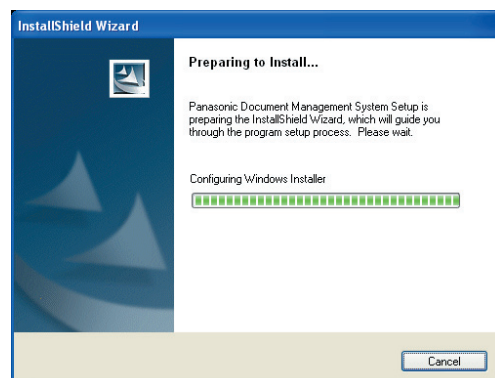
- 2 Click **"Custom Install"**.



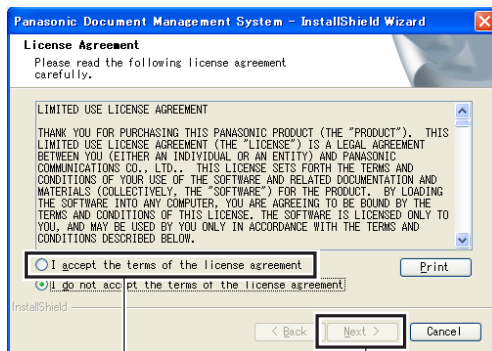
- 3 Select **"Fax Driver"** only, and then click **"Install"**.
Remove check mark (☒) of other selected software in the checkbox.



- 4 The InstallShield Wizard screen is displayed.



5 Select "I accept the terms of the license agreement", and then click "Next".

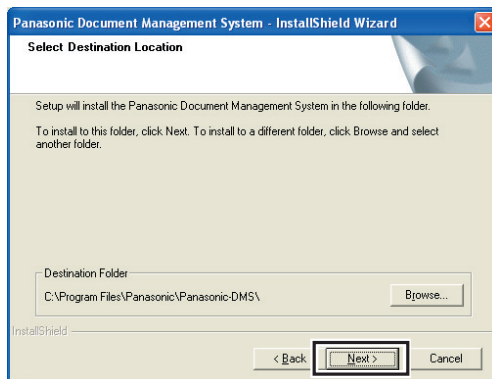


①

②

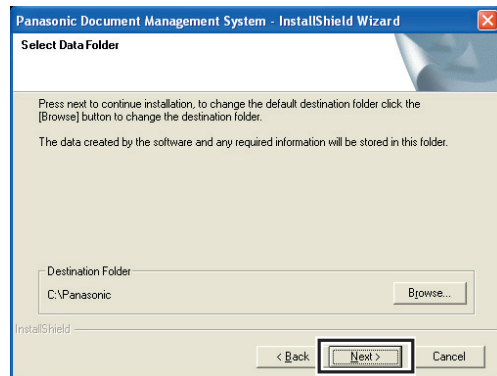
- Make sure that your machine is connected to the network properly, and the Power Switch is ON before clicking "Next".

6 Click "Next".



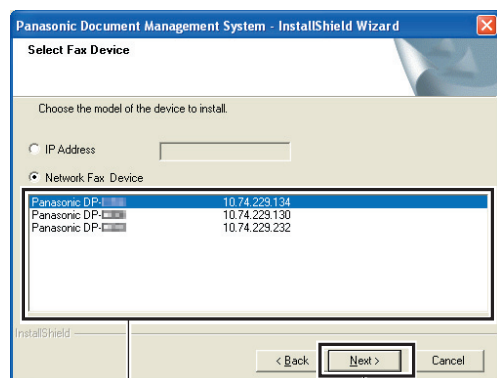
- The above screen will not be shown if there is another model's **Panasonic Document Management System** installed.

7 Click "Next".



- The above screen will not be shown if there is another model's **Panasonic Document Management System** installed.

8 The Wizard automatically searches for machines connected to your network, and displays the found units in the Network Fax Device window. Select your Network Fax, and then click "Next".



①

②

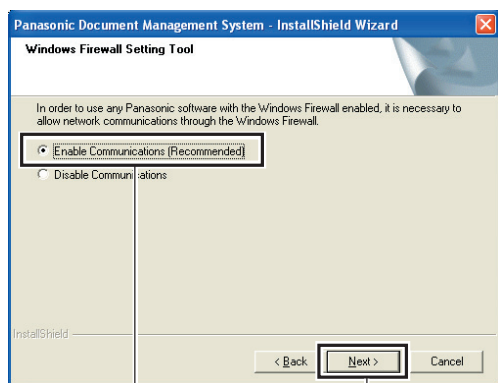
- Only the machines connected to the same subnet can be used as a network MFP.
- If your machine has not been connected to the network yet, enter its allocated IP Address, and then click "Next" to proceed with the installation.

Installation

Fax Driver

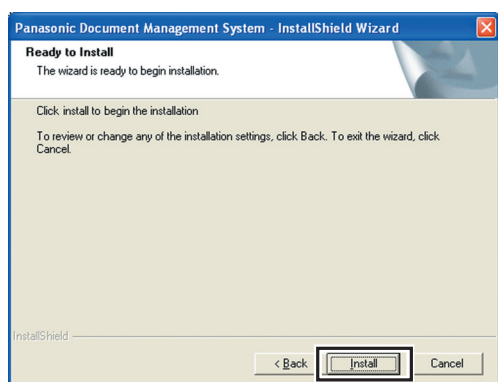
■ Installing the Fax Driver

- 9 Select **“Enable Communications (Recommended)”**, and then click **“Next”**.

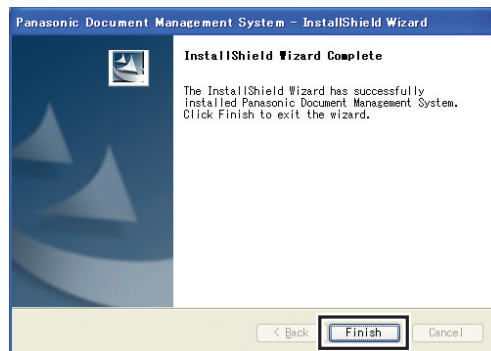


- The above screen will be displayed when you have installed the Windows XP Service Pack 2.

- 10 Click **“Install”**.



- 11 Click **“Finish”**.



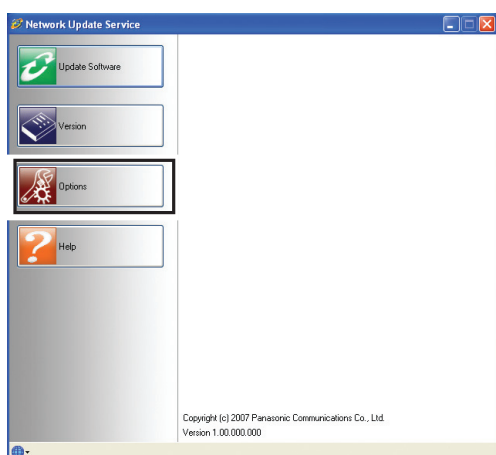
Installation

Network Update Service

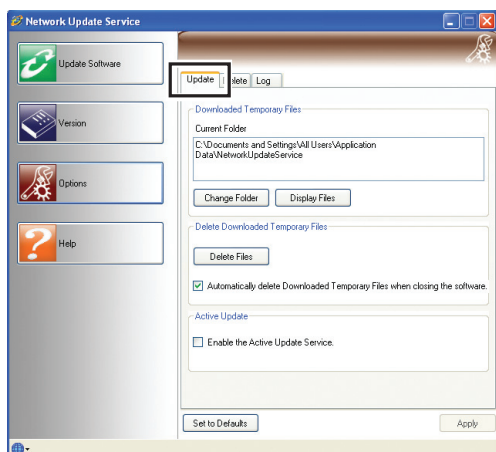
■ Setting the Active Update

- Setting the Active Update mode enables the Network Update Service to check the version of application automatically every time the application is started.

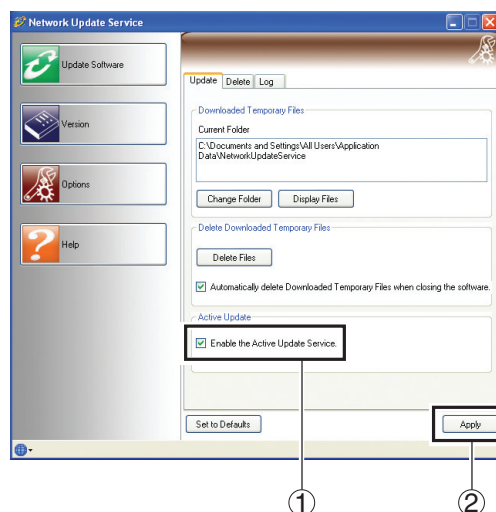
- 1 Select “**Start**”→“**All Programs**”→“**Panasonic**”→“**Network Update Service**”→“**Network Update Service**”→“**Options**”.



- 2 Select “**Update**”.



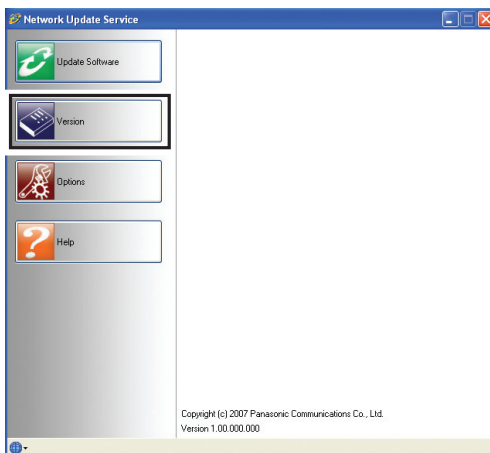
- 3 Select “**Enable the Active Update Service.**”, and then click “**Apply**”.



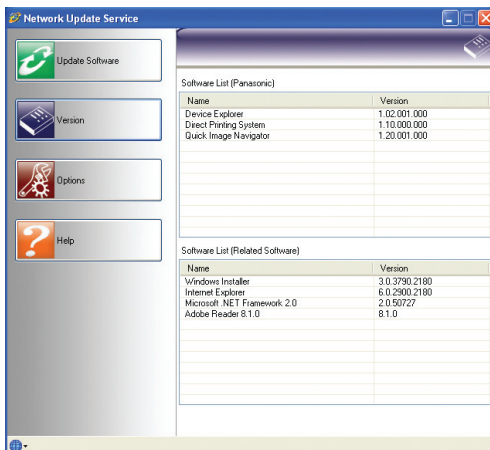
- When a **Panasonic Document Management System** application is started, the Network Update Service checks the latest version for the application automatically. If the version has been updated, the message “A new version of the software has been found. Install the new version?” is displayed. Click “**Yes**” to update the application. The latest version is downloaded and installed automatically.
- For applications which require the restarting of the computer, a message “Please restart the computer to complete the installation.” is displayed.
- For printer drivers, the printer driver update icon is created on the desktop. Click the icon to start up Network Update Service.
- To cancel the Active Update mode, remove the check mark from “Always perform this check when starting Update” on the Update Program dialog box.

■ Confirming the Version for the Installed Applications

- 1 Select “Start”→“All Programs”→“Panasonic”→“Network Update Service”→“Network Update Service”→“Version”.



- 2 Confirm the version of the applications.



Software List (Panasonic):

Displays the version of the installed **Panasonic Document Management System** applications.

Software List (Related Software):

Displays the applications related to the installed **Panasonic Document Management System** applications and their versions.

Memo:

Setting up

Network Port Connection

■ Configuring the Shared Setting for the Network Print Server

1. Configure the shared setting for the Network Print Server.

- Windows 2000 Server
- Windows Server 2003

(See pages 28 to 32)



2. Set up your client PC.

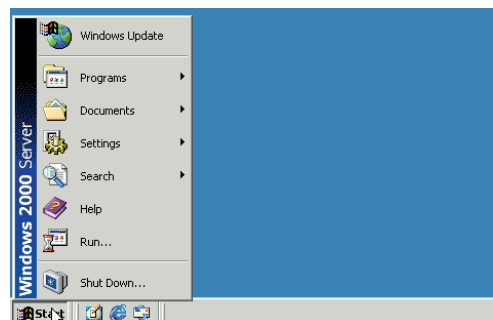
(See pages 32 to 33)

NOTE

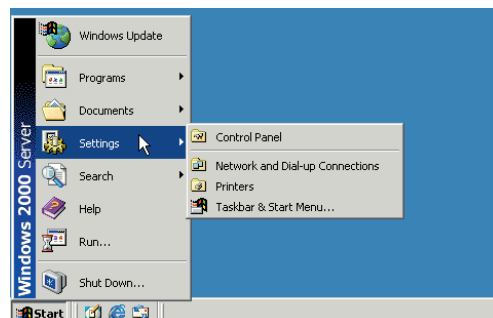
Add the printer driver if your client OS is different from the Network Print Server. (See page 32)

■ Configuring the Shared Setting for the Network Print Server (Windows 2000 Server)

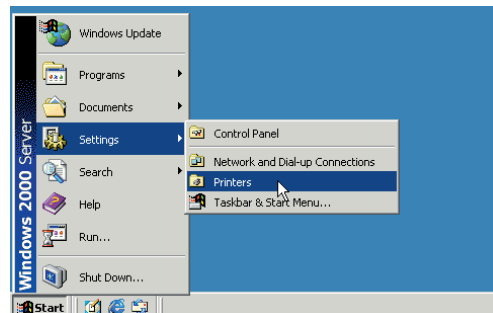
1 Click **"Start"**.



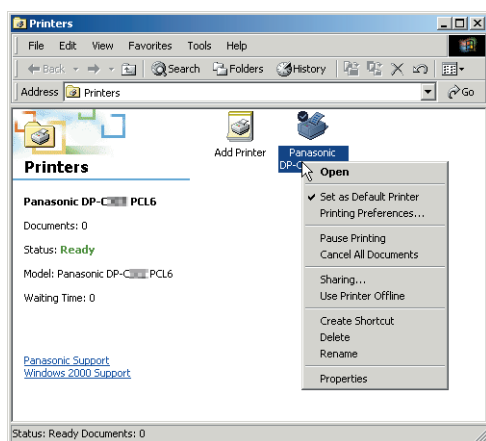
2 Select **"Settings"**.



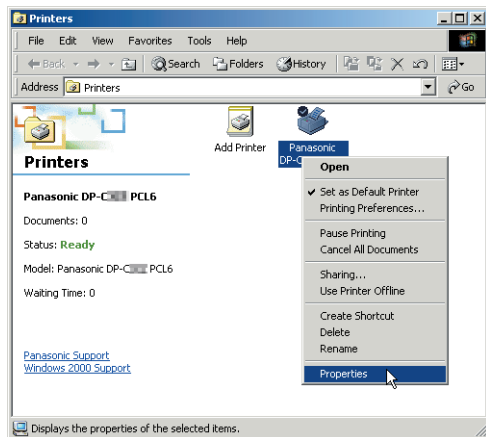
3 Click **"Printers"**.



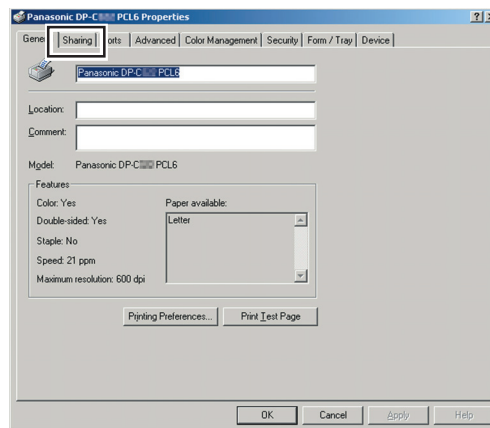
- 4 Right-click the printer that you want to share.



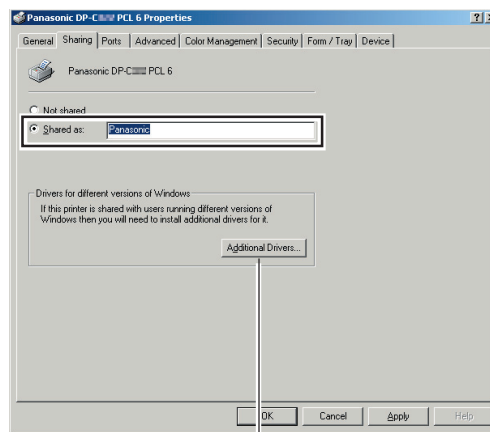
- 5 Click "Properties".



- 6 Click the "Sharing" tab.



- 7 Select "Shared as", and then enter the Share Name.
Ex: Panasonic



NOTE

If you need to install an alternative printer driver for your client OS, click "**Additional Drivers**". You can manually add the printer driver by following the instructions on the screen. To easily create the printer drivers for various OS, use the **PrnCopy.exe** before the installation.

Setting up

Network Port Connection

■ Configuring the Shared Setting for the Network Print Server (Windows Server 2003)

8 Click “OK” to close the screen.

NOTE

Add the printer driver if your client OS is different from the Network Print Server.

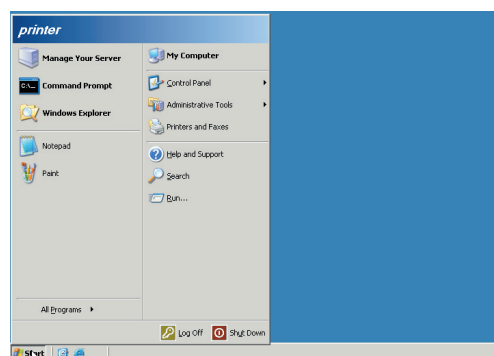
- Use the **PrnCopy.exe** before installing the printer driver.

On the **Panasonic Document Management System** CD-ROM, there is a tool to create the printer driver for various Windows OS. Open the CD-ROM with the Explorer, and double-click “Tools”→“PrnCopy” folder. In the “PrnCopy” folder, double-click the **PrnCopy.exe** file, a folder will be created on your desktop.

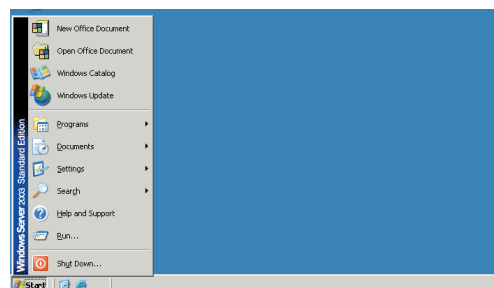
Select an appropriate printer driver in the folder when you add the printer driver for a client OS.

(See pages 28 to 33)

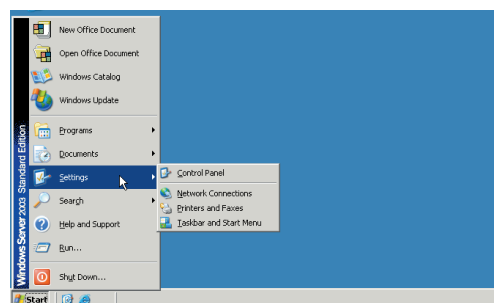
1 Click “Start”.
(Category View Mode)



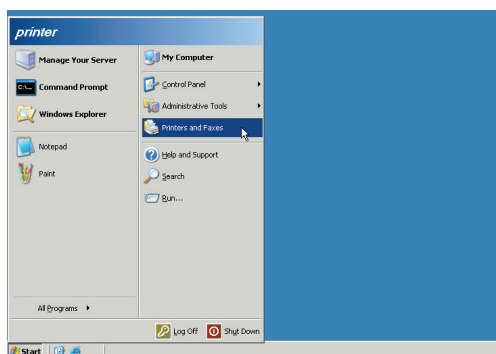
(Classic View Mode)



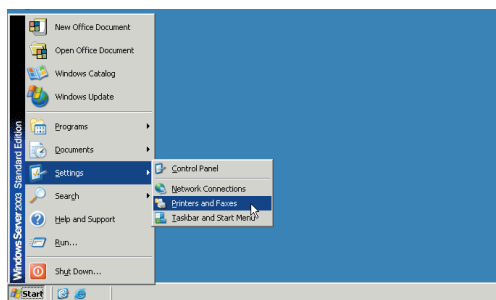
2 Select “Settings”.
(Classic View Mode)



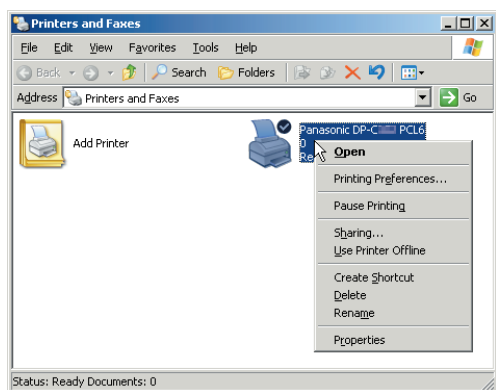
3 Click “Printers and Faxes”. (Category View Mode)



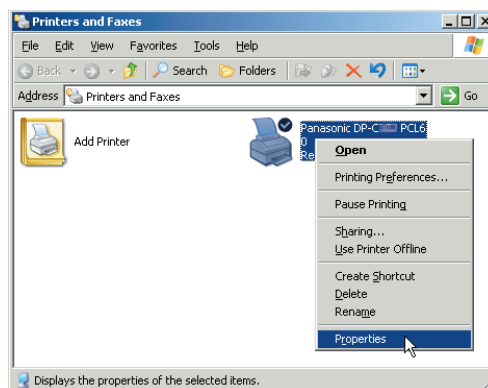
(Classic View Mode)



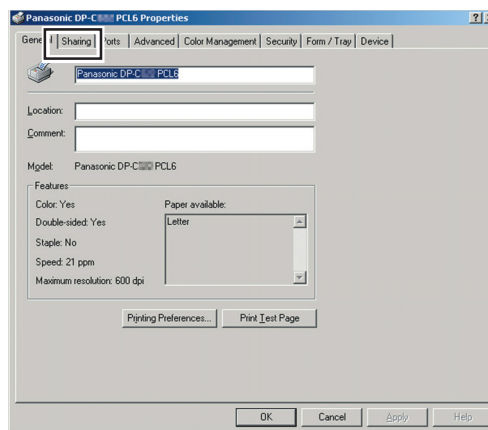
4 Right-click the printer that you want to share.



5 Click “Properties”.



6 Click the “Sharing” tab.



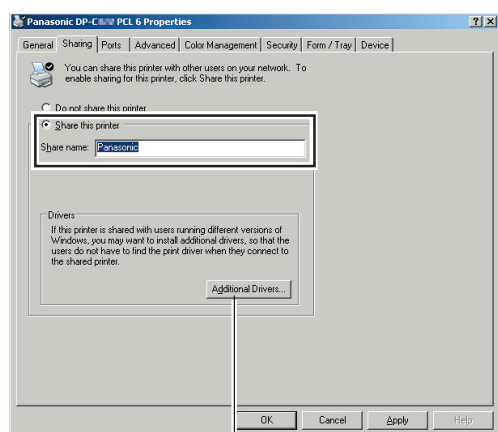
Setting up

Network Port Connection

■ Configuring the Shared Setting for the Network Print Server (Windows Server 2003)

7 Select “**Share this printer**”, and then enter the Share Name.

Ex: Panasonic



NOTE

If you need to install an alternative printer driver for your client OS, click “**Additional Drivers**”. You can manually add the printer driver by following the instructions on the screen. To easily create the printer drivers for various OS, use the **PrnCopy.exe** before the installation.

8 Click “**OK**” to close the screen.

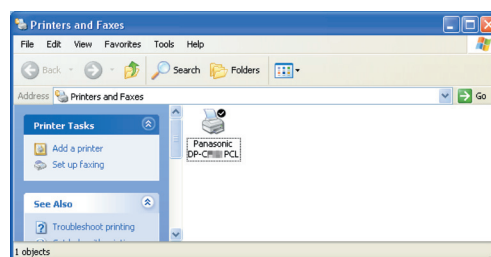
NOTE

Add the printer driver if your client OS is different from the Network Print Server.

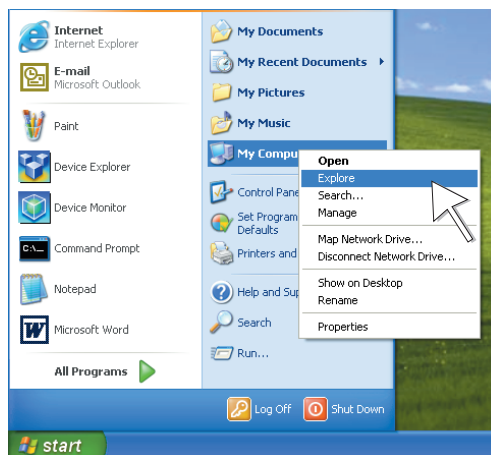
- Use the **PrnCopy.exe** before installing the printer driver.
On the **Panasonic Document Management System** CD-ROM, there is a tool to create the printer driver for various Windows OS. Open the CD-ROM with the Explorer, and double-click “**Tools**”→“**PrnCopy**” folder. In the “**PrnCopy**” folder, double-click the **PrnCopy.exe** file, a folder will be created on your desktop.
Select an appropriate printer driver in the folder when you add the printer driver for a client OS.
(See pages 28 to 33)

■ Setting up your Client PC

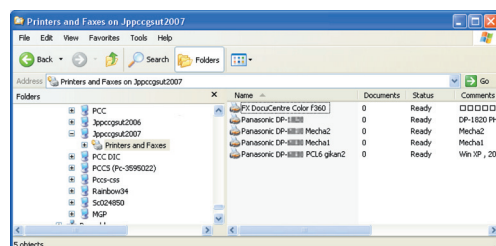
1 Open the “**Printers and Faxes**” window.



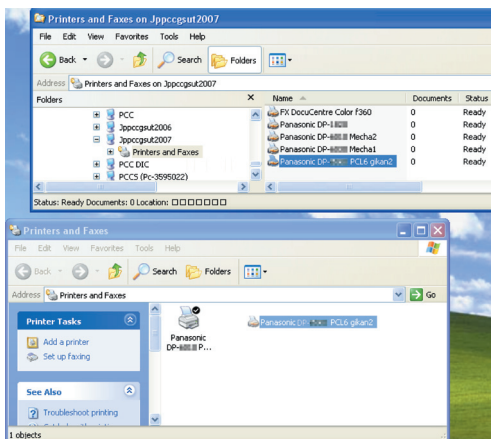
2 Click “**Start**”, and right-click “**My Computer**”, and then select “**Explore**”.



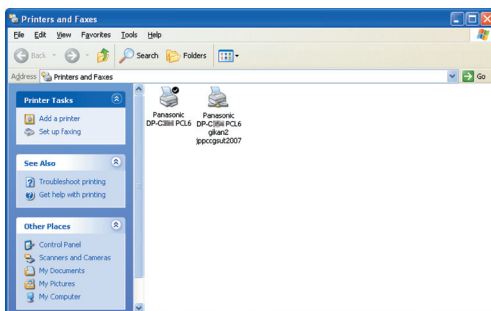
3 Select the printer shared on your printer server.



4 Drag-and-drop the printer icon onto the “Printers and Faxes” window.



5 Verify that the printer icon is copied onto the window.



- The illustrations shown for the previous steps are for Windows XP. The procedures for other Windows operating systems are basically the same, even though the screen displays may differ.

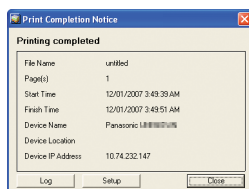
Memo:

Setting up

Completion Notice Function

■ Setting up the Completion Notice

Ex: Print Job




The Job Status Utility software will display the pop-up Completion Notice on your PC screen when finishing the Print, PC Fax, Copy, and Fax jobs. The information displayed in the Completion Notice vary according to the type of job being performed.

Basic Procedures:


- 1 Install the Job Status Utility located on the **Panasonic Document Management System** CD-ROM.

(See pages 8 to 12)

- 2 Confirm that the Panasonic Job Status Utility icon  is shown on the task bar.



Panasonic Job Status Utility Icon

- If the Job Status Utility icon  is not shown on the task bar, select **"All Programs" → "Panasonic" → "Job Status Utility" → "Job Status Utility"** to activate the Job Status Utility icon.


- 3 For PC Fax, and PC Print only Set up the Completion Notice as described in the column on the right.

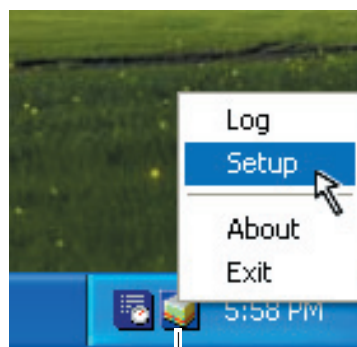
For Copy, Fax, and Internet Fax only

- Refer to **Setting up the Scanner Configuration using the Communications Utility**. (See page 35)

Select your PC on the Touch Panel Display of the machine. Refer to the **Completion Notice** of each relevant Operation Instructions of provided CD-ROM.

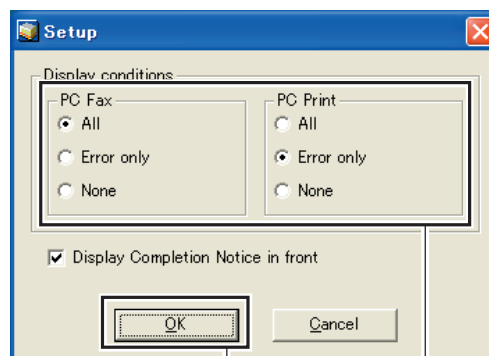
Setting up for PC Fax and PC Print:

- 1 Right-click the Panasonic Job Status Utility icon  on the task bar, and select **"Setup"** from the menu.



Panasonic Job Status Utility Icon

- 2 Select the display condition for the Setup window, and then click **"OK"**.



②

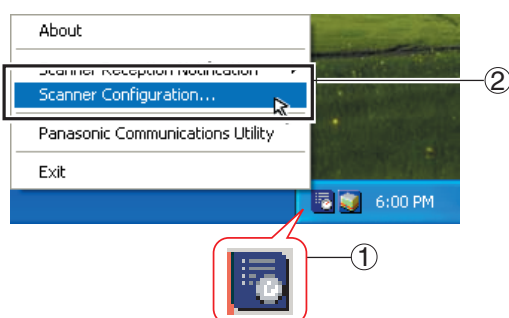
①

- All** : Always displays after each transmission or print job.
- Error only** : Displays only when an error occurs.
- None** : Does not display.

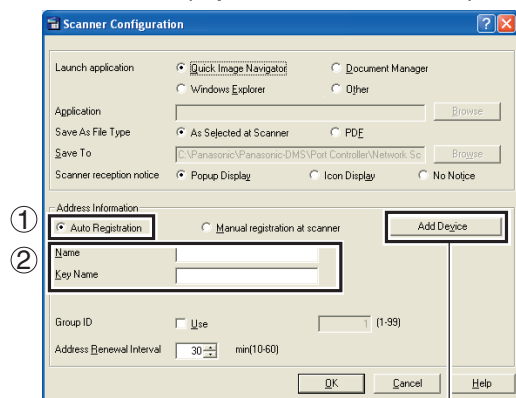
Network Scanner Settings

■ Setting up the Scanner Configuration Using the Communications Utility

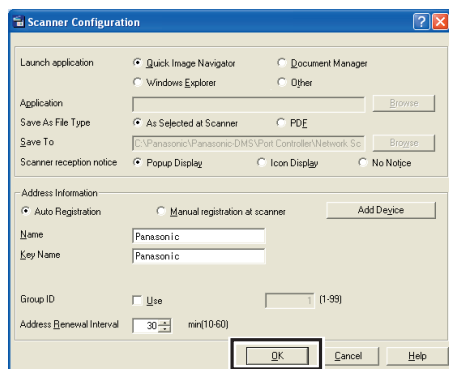
- Right-click **"Panasonic Communications Utility"** icon on the task bar, and then select **"Scanner Configuration..."**.



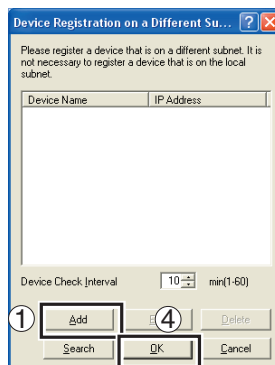
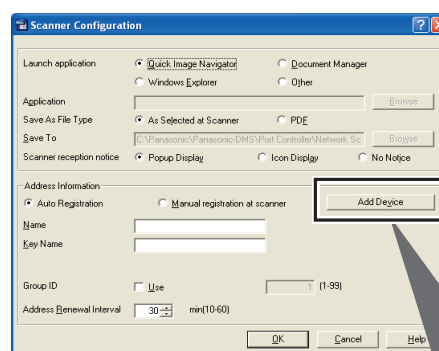
- Select **"Auto Registration"**, and then enter the Name and Key Name to be saved into the machine. (Up to 15 characters)



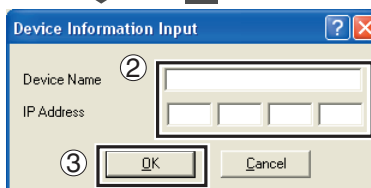
- Click **"OK"**. Refer to the right column.



Click **"Add Device"** if your PC address information is registered in the machines located on the different subnet.



- Click **"Add"**.
- Enter the machine's Device Name, and IP Address.
- Click **"OK"**.
- Click **"OK"**.



- Name and Key Name are automatically displayed according to your PC's network setting.

Name: Computer name
Key Name: Network login user name

Setting up

Email/Internet Fax Settings

■ Email/Internet Fax Settings Procedure

■ Setting up the Network Configuration

1. Set up the network configuration using the Control Panel of the machine.

(See pages 36 to 41)



2. If necessary, program the Address Book.

- Refer to the Operating Instructions (For Basic Operations) of provided booklet.

- The IP Address, Subnet Mask, and Gateway Address must be registered before setting up the network configuration. (See pages 4 to 7)

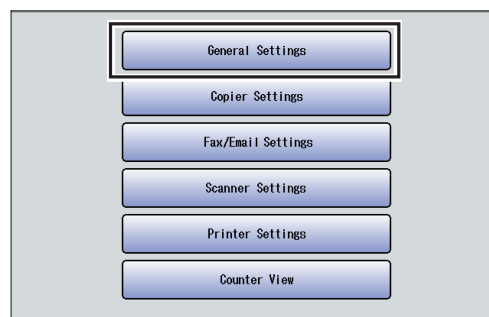
1

- Press the **Function** key.



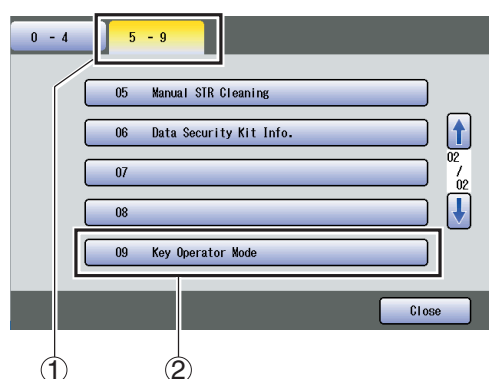
2

- Select **“General Settings”**.

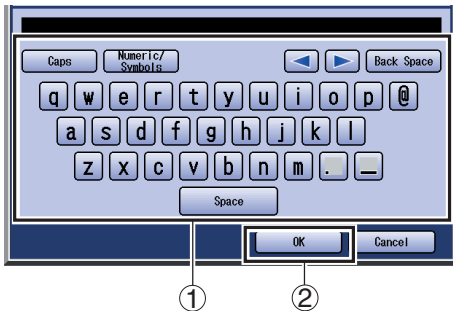


3

- Select **“09 Key Operator Mode”**.

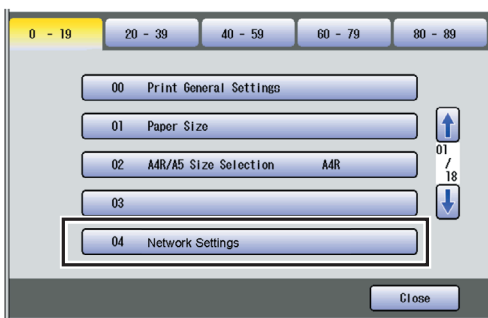


4 Enter the Key Operator's password (8 digits), and then select "OK".

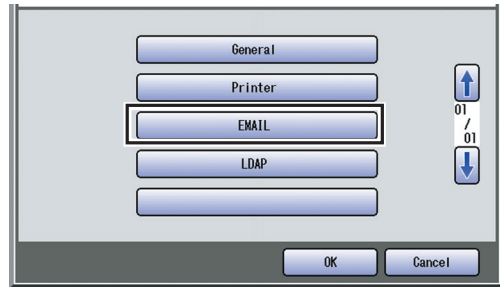


- The default password is "00000000". To change the password, select "**85 Key Operator Password**" in the General Settings (Key Operator Mode), and then enter the new password.

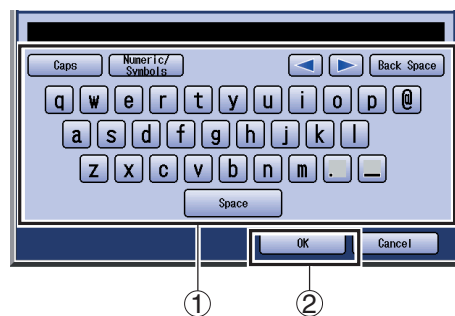
5 Select "04 Network Settings".



6 Select "EMAIL".



7 Enter the Email address using the Keyboard, and then select "OK". (Up to 60 characters)

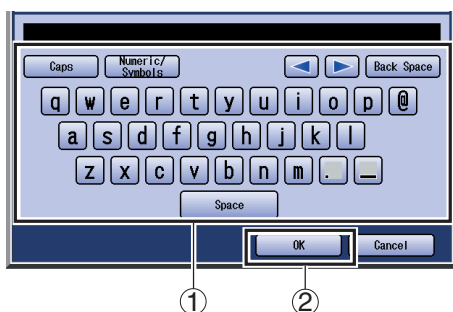


Setting up

Email/Internet Fax Settings

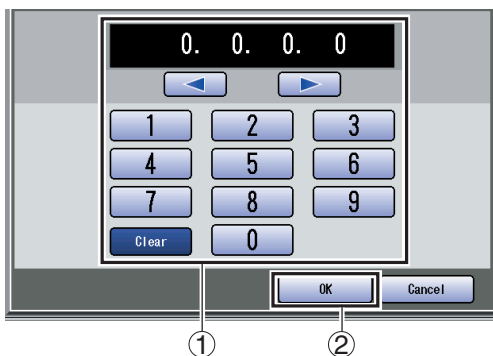
■ Setting up the Network Configuration

- 8** Enter the SMTP Server Name using the Keyboard, and then select **“OK”**.
(Up to 60 characters)



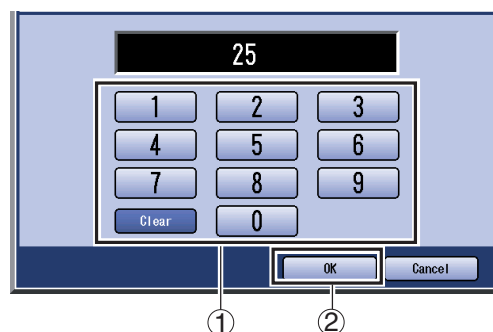
- If you select **“No”** for DNS Server in step 11 on page 6, the SMTP Server IP Address is required instead of the SMTP Server name.

Enter the SMTP Server IP Address using the Keypad, and then select **“OK”**.

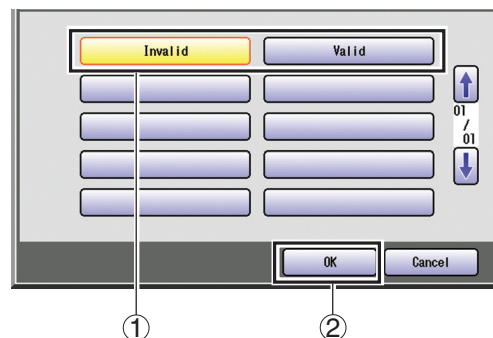


- When entering a 1 or 2-digit number segment, enter “00” or “0” in front of the number to scroll to the next segment of numbers. Press the “*” key on the Control Panel to enter a period after the number.
- To correct a mistake, press or to move the cursor to the right side of the incorrect address. Select **“Clear”** to delete, and then enter the correct address.

- 9** Enter the Port Number, and then select **“OK”**.



- 10** Select **“Invalid”** or **“Valid”** for **“SMTP Authentication”**, and then select **“OK”**.



- “SMTP Authentication” is the specification which added the User Authentication function to SMTP. Authentication of a user account and password is performed between an SMTP server and a user in the Email reception, and only when authenticated, the transmission of Email is permitted.
- When **“Valid”** is selected, proceed to step 11.
- When **“Invalid”** is selected, proceed to step 13.

- 11** Enter the SMTP AUTH Name using the Keyboard, and then select **"OK"**. (Up to 40 characters)



- 12** Enter the SMTP AUTH Password using the Keyboard, and then select **"OK"**. (Up to 10 characters)

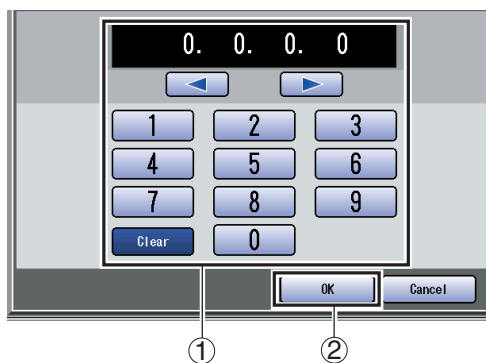


- 13** Enter the POP Server Name using the Keyboard, and then select **"OK"**. (Up to 60 characters)



- If you select **"No"** for DNS Server in step 11 on page 6, the POP Server IP Address is required instead of the POP of POP Server name.

Enter the POP Server IP Address using the Keypad, and then select **"OK"**.



- When entering a 1 or 2-digit number segment, enter "00" or "0" in front of the number to scroll to the next segment of numbers. Press the **"*"** key on the Control Panel to enter a period after the number.
- To correct a mistake, press **←** or **→** to move the cursor to the right side of the incorrect address. Select **"Clear"** to delete, and then enter the correct address.
- After selecting **"OK"**, proceed to step 15.

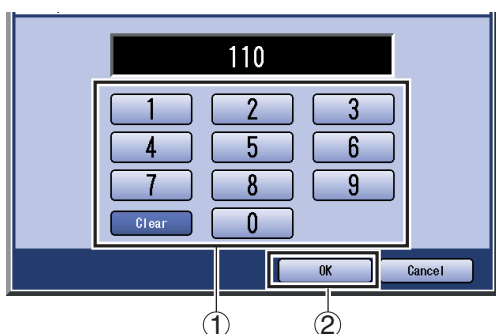
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Setting up

Email/Internet Fax Settings

■ Setting up the Network Configuration

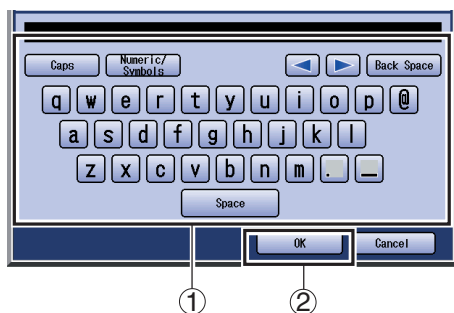
- 14** Enter the Port Number, and then select **“OK”**.



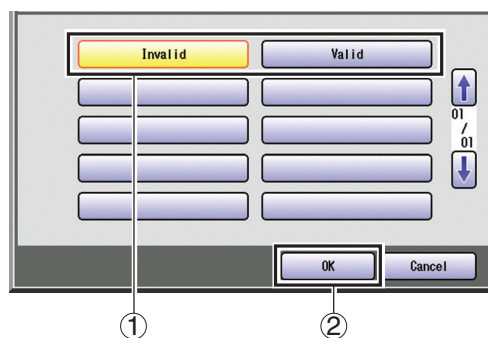
- 16** Enter the POP Password using the Keyboard, and then select **“OK”**.
(Up to 10 characters)



- 15** Enter the POP User Name using the Keyboard, and then select **“OK”**.
(Up to 40 characters)

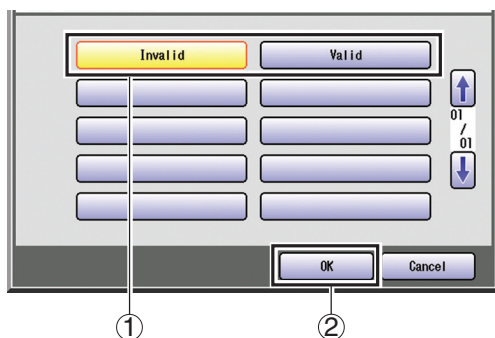


- 17** Select **“Invalid”** or **“Valid”** for **“POP before SMTP”**, and then select **“OK”**.



- “POP before SMTP” is one of the user authentication methods at the time of transmitting an Email. It is the system which gives permission for the use of the SMTP server by accessing the specified POP server before the transmission.

- 18** Select **"Invalid"** or **"Valid"** for **"APOP Authentication"**, and then select **"OK"**.



- APOP is the authentication method which encrypts the password used for the reception of an Email. POP is usually used for the reception of Email, and there is a possibility that a password may be intercepted. In APOP, since an encrypted password is transmitted, the safety is high.
- Select either setting to return to step 6.

- 19** Press the **Reset** key.



Memo:

Setting up Optional Accessories

Facsimile Settings (Option)

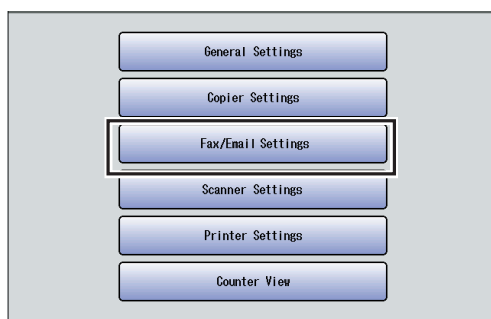
■ Setting up the User Parameters

- When the machine is not connected to the network (LAN), change the DHCP Default setting to “No”. (See pages 4 to 5)

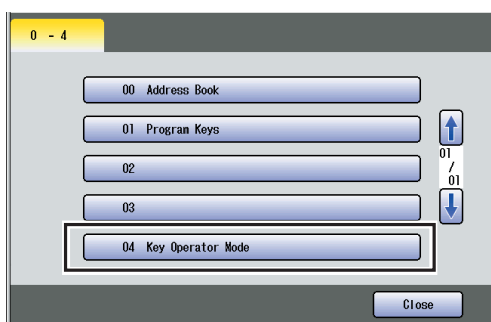
1 Press the **Function** key.



2 Select “**Fax/Email Settings**”.



3 Select “**04 Key Operator Mode**”.

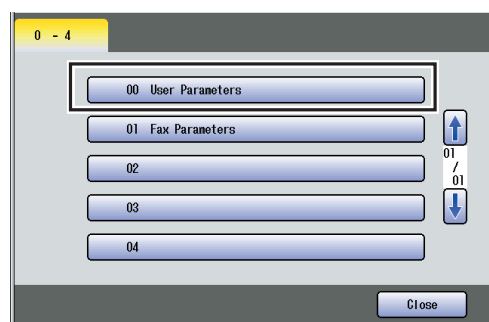


4 Enter the Key Operator’s password (8 digits), and then select “**OK**”.



- The default password is “00000000”. To change the password, select “**85 Key Operator Password**” in the General Settings (Key Operator Mode), and then enter the new password.

5 Select “**00 User Parameters**”.

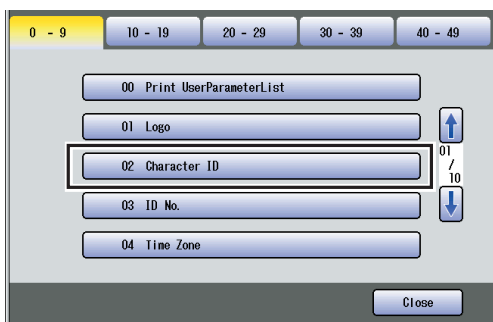


- 6** Select **"01 Logo"**, and then enter your company's name or your name as a Logo using the Keyboard. (Up to 25 characters)



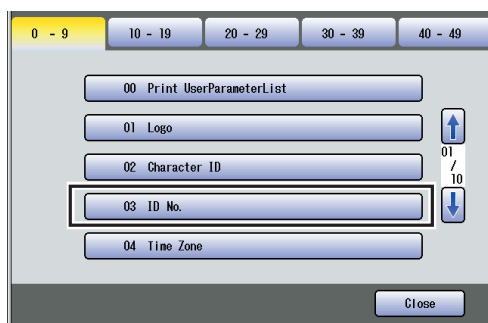
- To correct a mistake, select [◀] or [▶] to move the cursor to the right side of the incorrect character. Select **"Back Space"** to delete, and enter the correct character. Your company name or your name must be set as your Logo because it is required by the Telephone Consumer Act of 1991.

- 7** Select **"02 Character ID"**, and then enter your Character ID using the Keyboard. (Up to 16 characters)



- To correct a mistake, select [◀] or [▶] to move the cursor to the right side of the incorrect character. Select **"Back Space"** to delete, and enter the correct character.

- 8** Select **"03 ID No."**, and then enter your fax number as the ID No. using the Keypad. (Up to 20 digits)



- To correct a mistake, select **"Clear"** to delete entries one digit at a time, and enter the correct number. Select **"*"** in the beginning of the ID number to add a **"+"** symbol, followed by your country code digit. Select **"Space"** to enter a blank space.

Ex: +1 201 555 1212

(+1 is USA's country code)

+81 3 111 2345

(+81 is Japan's country code)

Your fax number must be set as your ID number because it is required by the Telephone Consumer Act of 1991.

- 9** Press the **Reset** key.



IMPORTANT INFORMATION

When requesting information, supplies or service, always refer to the model and serial number of your machine. The model and serial number plate (Main Name Plate) is located on the rear of the machine. For your convenience, space is provided below to record information you may need in the future for reference or troubleshooting.

Model No.:	Serial No.:
Date of Purchase:	
Dealer:	
Address:	
Telephone Number:	
Supplies Telephone Number:	
Service Telephone Number:	

For the total system to work properly via LAN, certain information and additional parameters must be set. Please contact your network administrator for the required information, and connection to the LAN.

(Please confirm other required Internet Parameters in General Settings. This setting list can be printed by following these steps : Press **[Function]**, select **[General Settings]**, **[09 Key Operator Mode]**, Input the Password, and then select **[OK]**, **[00 Print General Settings]**, **[Start]**, **[OK]**.)

User Information		
Company Name:		
Address:		
Dept.:		
City:	State:	Zip Code:
Tel. No.:	Fax No.:	

Internet Parameters			
EMAIL Address:			
SMTP Server Name:	or	SMTP Server IP:	PORT No:
SMTP AUTH Name:	SMTP AUTH Password: <i>(for security, do not write it in - but keep it in a safe place)</i>		
TCP/IP IP Address:			
TCP/IP Subnet Mask:			
TCP/IP Default Gateway:			
DNS Server Address:			
HOST NAME:			
2nd DNS Server Address:			
POP Server Name:	or	POP Server IP:	PORT No:
POP User Name:			
POP Password: <i>(for security, do not write it in - but keep it in a safe place)</i>			
LDAP Server Name:	or	LDAP Server IP:	PORT No:
LDAP User Name:			
LDAP Password: <i>(for security, do not write it in - but keep it in a safe place)</i>			
LDAP Search Base:			

memo

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